



## Administrative Regulation

### Contagious Illness

<b>Policy #</b>	03-07.08
<b>Effective Date:</b>	October 2, 2018
<b>Revision Date:</b>	July 13, 2020
<b>Owner:</b>	Risk Management

#### Purpose:

The purpose of this policy is to try and reduce the impact of a contagious illness to employees, customers, and the general public, while continuing to offer public and emergency services during an illness outbreak.

#### Scope:

This regulation applies to all employees, agents of the City, and independent contractors.

#### Policy:

It is the policy of the City of Springfield to provide a safe and healthy work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the work place. When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to go home on sick leave or PTO (or unpaid leave if sick/PTO is unavailable).

During a pandemic/or other communicable disease emergency, the City may implement plans to adjust their operations to ensure resources are available to provide critical processes and services.

#### Procedure:

##### 1. Individual Responsibilities

- 1.1. An individual who is exhibiting signs of a contagious illness while at work should report to their supervisor and leave the work place as soon as practicable. If leaving work is not possible, then the individual should separate themselves from their coworkers.
- 1.2. Individuals should stay home until they have been symptom free without the aid of medications for at least 24 hours after they no longer have a fever (100 degrees Fahrenheit) or signs of a fever (chills, feeling warm, having flush appearance, or sweating). In the case of known norovirus outbreak, 48 hours is recommended.
- 1.3. If an individual disputes the City's determination that a significant health risk to public, coworkers or self exists, the individual must submit a statement from their attending health care provider that the individual's continued presence in the work place poses no significant health risk to the individual, coworkers, or the public.

- 1.4. An individual with a communicable disease may be eligible for Family Medical Leave, Short Term Disability benefits. For further information employees should contact Human Resources.
- 1.5. An individual who is on a disciplinary notice or warning for attendance, and has a communicable disease (as defined by this policy) that has been documented by their medical provider is exempt from further attendance disciplinary process until the date that they are cleared to return to work.

## 2. Supervisor Responsibilities

- 2.1. Promote preventative personal hygiene and provide employees and customers easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment, tissues, and office cleaning supplies.
- 2.2. Ensure frequently touched items (e.g. door knobs, hand rails, etc.) are cleaned and disinfected regularly.
- 2.3. Send individuals who are exhibiting signs of a contagious illness home as soon as practicable if the individual's presence in the work place poses a risk of exposure or impacts their ability to perform their job duties.
- 2.4. Encourage employees to stay home until at least 24 hours after symptoms have gone away. Allow employees to use sick time/PTO for flu like symptoms as needed.
- 2.5. Use social distancing measures as a first defense against the spread of a contagious illness such as influenza.
  - 2.5.1. Examples of social distancing include reducing face-to-face exposure by using conference calls and video conferencing; telework; avoiding unnecessary travel; canceling meetings, workshops, training sessions and scheduled events; and installing protective barriers between work stations or increasing space between workers.

## 3. Guidelines for Staying Safe and Healthy

- 3.1. If you are sick do not come to work.
- 3.2. Wash your hands often and thoroughly with soap and waters
- 3.3. Avoid touching your eyes, nose and mouth.
- 3.4. Avoid contact with sick people and stay home if you're sick
- 3.5. Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- 3.6. Stay current on all vaccinations
- 3.7. Get your annual flu shot
- 3.8. Cover your cough
- 3.9. Practice social distancing (at least 6' spatial separation)

## Definitions

1. “*Communicable Disease*” is a disease that can be transferred from an infected person to another individual and includes but is not limited to Chickenpox, Measles, Mumps, Tuberculosis, Meningitis, Whooping Cough, SARS, Avian or similar type of influenza (not the common seasonal flu), and Zika. Communicable disease does not include common illness, such as cold and viruses, sore throats and upper respiratory infections.
2. “*Pandemic*” is a global disease outbreak that spreads easily from person-to-person.
3. “*Healthcare Provider*” is a licensed healthcare professional (Physician, Physician’s Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of contagious diseases and has examined the individual.
4. “*Infection Control*” is a set of policies, procedures, and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.

## Resources:

1. Administrative Regulations:
  - [Paid Time Off \(PTO\)](#)
  - [Sick Leave: Temporary and Unbudgeted Employees](#)
  - [Family Medical Leave](#)
  - [Americans With Disabilities Act \(ADA\)](#)
2. Websites:
  - [Oregon Health Authority Flu surveillance](#)
  - [Lane County Public Health Department](#)
  - [Center for Disease Control and Prevention \(CDC\)](#)

**CREATION (Original):**

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
<b>Approved By:</b>	Gino Grimaldi, City Manager	<b>Dates:</b>	October 2, 2018
<b>Author:</b>	Chaim Hertz, Director of Human Resources		
<b>Responsible Party:</b>	Human Resources		
<b>Replaces:</b>	New Policy		

**PERIODIC REVIEW:**

<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
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<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	

**REVISIONS:**

<b>Version</b>  <b>#2:</b>	<b>Responsible Party:</b>	Human Resources		
	<b>Revised By:</b>	Chaim Hertz, Director of Human Resources		
	<b>Approved By:</b>	Nancy Newton, City Manager	<b>Date:</b>	July 9, 2020
	<b>Reason/Summary of Changes:</b>	Clarified leave usage requirement in policy, added procedural requirements related to protected leave, and added a guideline section within the procedures.		